



# FAIR POLITICAL PRACTICES COMMISSION

## JOB OPPORTUNITY BULLETIN

*APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL*

**POSITION:** Political Reform Consultant I  
Political Reform Consultant II

**1 position**

**DIVISION:** TECHNICAL ASSISTANCE

**SALARY:** PRC I \$4400 - \$5348

PRC II \$4833 - \$5874

**FINAL FILING DATE:** Until Filled

### **Duties and Responsibilities:**

This position provides technical assistance to the public as well as to state and local officials regarding the Political Reform Act. The incumbent's responsibilities are as follows:

1. Responds to telephone inquiries regarding application of the Political Reform Act. Consultants are trained to answer questions relating to conflicts of interest, lobbying, campaign and economic interest reporting.
2. Reviews conflict-of-interest codes. Consultants are trained to review conflict-of-interest codes; analyze relevant information; resolve differences and prepare correspondence.
3. Conducts seminars and provides individualized training at other agency offices.
4. Edits and proofreads educational material, fact sheets, manuals, forms.
5. Develops educational materials including Power Point programs and newsletter articles.
6. Prepares reports summarizing changes to conflict-of-interest codes and training sessions.
7. The Political Reform Consultant II is required to work independently to respond in writing and orally to the more complex inquiries concerning interpretations of the Act; confers with the Division Chief, Assistant Division Chief, and legal staff regarding questions and problems pertaining to interpretation of the statute; and independently designs educational and informational materials, disclosure forms, and instructions.

### **Desirable Qualifications:**

- Strong verbal and written communication skills
- Knowledge of the Political Reform Act helpful but not required
- Ability to work both as a team member and independently
- Experience in working with the public and other agencies
- Ability to do occasional overnight travel
- Ability to research and write reports
- Ability to conduct a detailed analysis of facts and make recommendations based on that analysis

### **Who May Apply:**

Existing Political Reform Consultants may apply for the position. Applications from Associate Governmental Program Analysts (AGPA) are also encouraged. The State application must indicate the basis of eligibility (i.e. re-employment, transfer or list eligibility) and include one writing example (one to two pages). Applications will be screened and only the most qualified candidates will be scheduled for an interview. The FPPC will consider applications for both the PRC I and the PRC II. Duties will be commensurate with the classification.

### **Where to Apply:**

If you wish to be considered for the position, please forward a State application (STD. 678) and resume' to:

Fair Political Practices Commission  
**Political Reform Consultant I/II - TAD**  
428 J Street, Suite 620  
Sacramento, CA 95814

**Contact:** Jessica Estante, (916) 327-8692

07/16/08

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.